

MANAGER OF PHOTOGRAPHIC LABORATORY SERIES

<u>Code No.</u>	<u>Class Title</u>	<u>Occ. Area</u>	<u>Work Area</u>	<u>Prob. Period</u>	<u>Effective Date</u>
2474	Assistant Manager of Photographic Laboratory	02	662	6 mo.	04/21/89
2473	Manager of Photographic Laboratory	02	662	6 mo.	04/21/89

¹*Promotional Line: 128*

Series Narrative

Employees in this series supervise and/or manage the operations of a photographic and/or blueprinting laboratory. They may also perform highly technical work in the fields.

DESCRIPTIONS OF LEVELS OF WORK

Level I: Assistant Manager of Photographic Laboratory **2474**

Employees at this level assign and supervise the work of employees in the various departments of a photographic laboratory and do photographic work requiring a high degree of skill. They work under general supervision of the manager.

An Assistant Manager of Photographic Laboratory typically –

1. supervises routine operations of a photographic laboratory
2. assists in organizing and supervising the work of all employees in the department
3. supervises receipt of orders and deliveries
4. is responsible for financial transactions as delegated by the manager
5. performs or supervises highly technical work in photography
6. is responsible for equipment and its maintenance
7. performs administrative functions of the manager during absences and makes decisions on matters of policy, personnel, and procedure
8. performs other related duties as assigned

Level II: Manager of Photographic Laboratory **2473**

Employees at this level are responsible for the operation of a blueprinting and photographic laboratory. They work under administrative supervision from a designated administrator.

¹See the Promotional Line List for a listing of all the classes in the promotional line.

A Manager of Photographic Laboratory typically –

1. plans and supervises the work of departmental employees
2. is responsible for photographic work going through the department, including the taking of photomicrographs and sound and silent motion pictures
3. prepares lantern slides
4. prints photographs
5. supervises the receipt of orders and deliveries
6. is responsible for charges and collections, records, reports, payrolls, and budgets
7. supervises blueprinting and photosating
8. performs or supervises highly technical work in photography
9. is responsible for maintenance of equipment
10. performs other related duties as assigned

MINIMUM ACCEPTABLE QUALIFICATIONS REQUIRED FOR ENTRY INTO:

Level I: Assistant Manager of Photographic Laboratory **2474**

CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER

1. high school graduation or equivalent
2. five years of experience in commercial photography

PERSONAL ATTRIBUTES NEEDED TO UNDERTAKE JOB

1. supervisory ability

Level II: Manager of Photographic Laboratory **2473**

CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER

1. high school graduation or equivalent
2. two years of experience in the supervision of photographic and blueprinting work
3. five years of experience in professional photographic work

PERSONAL ATTRIBUTES NEEDED TO UNDERTAKE JOB

1. thorough knowledge of photography and blueprinting
2. ability to take good pictures with all types of photographic equipment
3. supervisory ability

Assistant Manager of Photographic Laboratory	Edited
Manager of Photographic Laboratory	Edited